



OSD Training for Vendors Fall 2018- Winter 2019 Schedule



OSD offers a variety of free events and training opportunities related to the procurement of commodities and services. The following is a listing of the schedule for **September 2018 – March 2019**. For training-related questions, please send an email to osdtraining@mass.gov.

Vendor Training Registration Instructions

Press **Ctrl** and click on the **hyperlink** for your desired **training date**. This will bring you to one of our course enrollment sites which require completing a registration form. **Vendors may only attend each training once unless they have the express permission of OSD training.** You can contact OSD Training at OSDtraining@mass.gov

Please Note: After registering for a webinar, registrants will receive details for accessing the webinar via email prior to the date of the class.

[CLICK HERE](#) and select *Vendor Course Descriptions* for course details.

COURSE	DATE	START	END	LOCATION
Locate and Respond to Bids in COMMBUYS	Wednesday, September 19, 2018	10:00 AM	11:00 AM	Live Webinar (Online)
Connecting Your Business to the Commonwealth	Thursday, September 20, 2018	10:00 AM	12:00 PM	Western Massachusetts Hospital Clark Building Conference Center 128 East Mountain Road, Westfield
COMMBUYS for Awarded Statewide Contract Vendors *Only Vendors on STATEWIDE Contract may register for this course.	Tuesday, September 25, 2018	9:30 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Selling to the State: Marketing Your Business to Public Purchasers *Only Vendors on STATEWIDE Contract may register for this course.	Tuesday, September 25, 2018	1:30 PM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
SDO Pre-Certification Workshop	Thursday, September 27, 2018	9:00 AM	11:00 AM	Blackstone Valley Chamber of Commerce The Linwood Mill, Suite 5, 670 Linwood Ave Whitinsville

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COURSE	DATE	START	END	LOCATION
Quarterly Report Overview	Thursday, September 27, 2018	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Vendors: Essentials for the Seller Role	Thursday, September 27, 2018	1:00 PM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator	Thursday, October 4, 2018	10:30 AM	11:30 AM	Live Webinar (Online)
Supplier Diversity Plan (SDP) Overview for Bidders and Prime Contractors	Thursday, October 11, 2018	2:00 PM	2:30 PM	Live Webinar (Online)
Supplier Diversity Plan (SDP) Overview for Certified Businesses	Thursday, October 11, 2018	2:45 PM	3:15 PM	Live Webinar (Online)
SDO Pre-Certification Workshop	Thursday, October 18, 2018	8:30 AM	10:30 PM	Enterprise Center Salem State University 121 Loring Ave, Salem
Connecting Your Business to the Commonwealth	Thursday, October 18, 2018	10:00 AM	12:00 PM	Blackstone Valley Chamber of Commerce The Linwood Mill, Suite 5, 670 Linwood Ave Whitinsville
Locate and Respond to Bids in COMMBUYS	Tuesday, October 25, 2018	10:00 AM	11:00 AM	Live Webinar (Online)
SDO Pre-Certification Workshop	Thursday, October 25, 2018	10:00 AM	12:00 PM	Taunton Municipal Lighting Plant (TMLP) Administrative Offices 55 Weir St, Taunton

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COURSE	DATE	START	END	LOCATION
Quarterly Report Overview	Thursday, November 1, 2018	10:00 AM	11:00 AM	Live Webinar (Online)
Connecting Your Business to the Commonwealth	Wednesday, November 7, 2018	10:00 AM	12:00 PM	Taunton Municipal Lighting Plant (TMLP) Administrative Offices 55 Weir St, Taunton
SDO Pre-Certification Workshop	Wednesday, November 7, 2018	10:00 AM	12:00 PM	McCormack Building, 21 st Floor 1 Ashburton Place Boston
Supplier Diversity Plan (SDP) Overview for Bidders and Prime Contractors	Thursday, November 8, 2018	10:00 AM	10:30 AM	Live Webinar (Online)
Supplier Diversity Plan (SDP) Overview for Certified Businesses	Thursday, November 8, 2018	10:45 AM	11:15 AM	Live Webinar (Online)
COMMBUYS for Awarded Statewide Contract Vendors *Only Vendors on STATEWIDE Contract may register for this course.	Tuesday, November 13, 2018	9:30 AM	12:00 PM	Western Massachusetts Hospital Clark Building Conference Center 128 East Mountain Road, Westfield
Selling to the State: Marketing Your Business to Public Purchasers *Only Vendors on STATEWIDE Contract may register for this course.	Tuesday, November 13, 2018	1:30 PM	4:00 PM	Western Massachusetts Hospital Clark Building Conference Center 128 East Mountain Road, Westfield
Demystifying the RFR: Understanding the Importance of the Request For Response	Thursday, November 15, 2018	9:30 AM	12:30 PM	One Ashburton Place, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS Vendors: Essentials for the Seller Role	Thursday, November 15, 2018	9:30 AM	12:30 PM	Western Massachusetts Hospital Clark Building Computer Room 128 East Mountain Road, Westfield

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COURSE	DATE	START	END	LOCATION
COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator	Wednesday, November 21, 2018	10:30 AM	11:30 AM	Live Webinar (Online)
Locate and Respond to Bids in COMMBUYS	Monday, December 10, 2018	1:00 PM	2:00 PM	Live Webinar (Online)
Supplier Diversity Plan (SDP) Overview for Bidders and Prime Contractors	Thursday, December 13, 2018	2:00 PM	2:30 PM	Live Webinar (Online)
Supplier Diversity Plan (SDP) Overview for Certified Businesses	Thursday, December 13, 2018	10:45 AM	11:15 AM	Live Webinar (Online)
COMMBUYS for Awarded Statewide Contract Vendors *Only Vendors on STATEWIDE Contract may register for this course.	Monday, December 17, 2018	9:30 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Selling to the State: Marketing Your Business to Public Purchasers *Only Vendors on STATEWIDE Contract may register for this course.	Monday, December 17, 2018	1:30 PM	4:00 PM	One Ashburton Place, 1 Ashburton Place, 10th Floor, Boston
Quarterly Report Overview	Wednesday, December 19, 2018	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator	Tuesday, January 15, 2019	10:30 AM	11:30 AM	Live Webinar (Online)
COMMBUYS for Awarded Statewide Contract Vendors *Only Vendors on STATEWIDE Contract may register for this course.	Tuesday, January 22, 2019	9:30 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston

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COURSE	DATE	START	END	LOCATION
Selling to the State: Marketing Your Business to Public Purchasers <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	Tuesday, January 22, 2019	1:30 PM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Supplier Diversity Plan (SDP) Overview for Bidders and Prime Contractors	Wednesday, January 23, 2019	2:00 PM	2:30 PM	Live Webinar (Online)
Supplier Diversity Plan (SDP) Overview for Certified Businesses	Wednesday, January 23, 2019	2:45 PM	3:15 PM	Live Webinar (Online)
Demystifying the RFR: Understanding the Importance of the Request For Response	Thursday, January 24, 2019	9:30 AM	12:30 PM	One Ashburton Place, 1 Ashburton Place, 10th Floor, Boston
Locate and Respond to Bids in COMMBUYS	Tuesday, January 29, 2019	10:00 AM	11:00 AM	Live Webinar (Online)
Quarterly Report Overview	Tuesday, February 5, 2019	10:00 AM	11:00 AM	Live Webinar (Online)
Supplier Diversity Plan (SDP) Overview for Bidders and Prime Contractors	Tuesday, February 19, 2019	2:00 PM	2:30 PM	Live Webinar (Online)
Supplier Diversity Plan (SDP) Overview for Certified Businesses	Tuesday, February 19, 2019	2:45 PM	3:15 PM	Live Webinar (Online)
COMMBUYS Vendors: Essentials for the Seller Role	Thursday, February 21, 2019	9:30 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston

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OSD Training for Vendors Fall 2018- Winter 2019 Schedule



COURSE	DATE	START	END	LOCATION
COMMBUYS for Awarded Statewide Contract Vendors *Only Vendors on STATEWIDE Contract may register for this course.	Thursday, February 28, 2019	9:30 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Selling to the State: Marketing Your Business to Public Purchasers *Only Vendors on STATEWIDE Contract may register for this course.	Thursday, February 28, 2019	1:30 PM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Demystifying the RFR: Understanding the Importance of the Request For Response	Monday, March 4, 2019	9:30 AM	12:30 PM	One Ashburton Place, 1 Ashburton Place, 10th Floor, Boston
Locate and Respond to Bids in COMMBUYS	Thursday, March 7, 2019	10:00 AM	11:00 AM	Live Webinar (Online)
Supplier Diversity Plan (SDP) Overview for Bidders and Prime Contractors	Monday, March 11, 2019	2:00 PM	2:30 PM	Live Webinar (Online)
Supplier Diversity Plan (SDP) Overview for Certified Businesses	Monday, March 11, 2019	2:45 PM	3:15 PM	Live Webinar (Online)
COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator	Monday, March 18, 2019	10:30 AM	11:30 AM	Live Webinar (Online)
COMMBUYS for Awarded Statewide Contract Vendors *Only Vendors on STATEWIDE Contract may register for this course.	Monday, March 25, 2019	9:30 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Selling to the State: Marketing Your Business to Public Purchasers *Only Vendors on STATEWIDE Contract may register for this course.	Monday, March 25, 2019	1:30 PM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston

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OSD Training for Vendors Fall 2018- Winter 2019 Schedule



COURSE	DATE	START	END	LOCATION
Quarterly Report Overview	Tuesday, March 26, 2019	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Vendors: Essentials for the Seller Role	Thursday, March 28, 2018	9:30 AM	12:30 PM	Western Massachusetts Hospital Clark Building Computer Room 128 East Mountain Road, Westfield
Quarterly Report Overview	Wednesday, May 1, 2019	10:00 AM	11:00 AM	Live Webinar (Online)

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